

SECTION 000000 - SOLICITATION INFORMATION



Solicitation Information

Date: May 9, 2013

RFQ # 7464395

Title: Rhode Island State Police HQ Parking Improvements

Closing Date and Time: May 28, 2013 at 11:30 am Local Prevailing Time

Questions concerning this solicitation may be E-Mailed to the Division of Purchases to [bidinfo@purchasing.ri.gov](mailto:bidinfo@purchasing.ri.gov) no later than **May 16, 2013 at 12:00 noon** Local Prevailing Time as time stamped by the server. Please clearly reference the Project Title and RFQ # 7464395 on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

KEY INFORMATION

Closing Date and Time: **May 28, 2013 at 11:30 am** Local Prevailing Time

BID SECURITY REQUIRED: YES... Five Percent (5%)

Mandatory Pre-Bid Conference.... YES

Date and Time: **May 15, 2013 at 10:00 am** Local Prevailing Time

Location: RI Department of Administration

Conference Room B

One Capitol Hill

Providence, RI

Non-Mandatory Site Visit.... NO

BOND REQUIRED..... YES

Prevailing Wage Project..... YES

MBE Requirement..... 10%

NOTE: The last day to submit General Questions no later than **May 16, 2013** at **12:00** (noon) Local Prevailing Time by E-mail to [bidinfo@purchasing.ri.gov](mailto:bidinfo@purchasing.ri.gov). Please clearly reference the Project Title and RFQ number on all correspondence. Questions received, if any, will be answered and posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download information.

#### PLANS and SPECIFICATIONS:

Bidding Documents are available online on the Rhode Island, Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

- A. SCOPE OF WORK All Labor, Material, Equipment, Services, Tools, Incidentals and Administration to complete the Rhode Island State Police Headquarters (HQ) Parking Improvements, including but is not limited to: bituminous paving and sitework, landscaping, concrete sidewalks, bituminous sidewalks, concrete work, curb installation, berm installation, pavement geotextile/geomembrane installation, pavement removal, gravel base installation, drainage work, surface restoration, re-grading, fine grading, ADA accessible ramp installation, utility adjustments, pavement markings, traffic control, traffic protection, tree removal, tree protection, signage, specialties, miscellaneous equipment, miscellaneous furnishings, and miscellaneous tasks as listed within the Plans and the Project Manual.

Potential Offerers are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

The intent of this Request for Qualifications is to identify and award the project to qualified General Contractors that are interested in providing the services necessary to complete the scope of work with quality and within the prescribed time frame.

Please note that Vendors/Bidders must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).

The following information will be required within 7 calendar days of the tentative letter of award. The project cannot commence until a purchase order is issued which is your "notice to proceed". **Failure to provide the required information within 7 days from the date of the tentative letter of award may result in your disqualification of contract award consideration.**

Performance Bond and a Labor and Payment Bond in the amount equal to 100% of the contract award **from a firm authorized to conduct business in the State of Rhode Island.**

Liability and Property Damage and Workers Compensation in accordance with statutory requirements and other additional insurance as may be specified. The Certificate of Insurance must name the State of Rhode Island as Certificate Holder and as an "Additional Insured".

Auto liability coverage in the amount of \$1 million.

Environmental Impairment (AKA Pollution Control) - \$1 million or 5% of face amount of contract, whichever is greater.

Rhode Island Equal Opportunity Compliance Certificate & Agreement. For further information, call (401) 222-3090.

A completed "Minority Business Enterprise Plan". For further information, call (401) 574-8253 or visit the MBE website at [www.mbe.ri.gov](http://www.mbe.ri.gov).

RIGL 37-13-3.1 State public works contract apprenticeship requirements states: "(a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the Apprenticeship Council of the Department of Labor and Training". Please provide evidence of compliance with this law.

George Welly

Interdepartmental Project Manager

Division of Purchases

NOTE TO OFFERERS:

Offers received without the entire completed four page RIVIP Generated Bidder Certification Form attached may result in disqualification. Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT the BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Department of Administration, Division of Capital Projects and Property Management is soliciting proposals for General Contractors, from qualified respondents, and in accordance with the terms of this Request for Qualifications (RFQ) and the State's General Conditions of Purchase, which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

Once offerers have satisfied the requirements of the Division of Purchases bidders can gain access to the bid documents as prescribed in the "Instructions to Bidders" AIA Document A701. Bidders are encouraged to monitor the Division of Purchases website regularly as all official notifications of Addendum are posted there.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The State reserves the right to award to one or more respondent. The State also reserves the right to award this project based on cost alone.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offerer. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted is to be considered fixed, unless otherwise indicated herein.

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered.

It is intended that an award pursuant to this request will be made to a General Contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the Respondent's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

One (1) (**clearly marked Original**) Letter of Interest, the entire Bid Package with Bid Forms, including AIA Document A305 - 1986 Edition entitled "Contractor's Qualifications Statement", and as well as other details including personnel, experience, and qualifications data are required.

Additionally, provide one (1) full copy of the entire Bid Package **clearly marked Copy**, in a three ring binder. Provide three (3) copies of any page of the bid documents, including the bid form, from document pages 18-27 in Appendix A, Project Manual, which has been altered to provide bid values, unit costs, signatures, acknowledgements and other information provided in areas to be filled in by the bidder, these copies shall be **clearly marked Partial Copy**. Note: Offerers are encouraged to submit full sets of copies.

The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation).

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Offerers are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest/Request for Qualifications will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ.

The respondent should be aware of the State's Minority Business Enterprise (MBE) requirement for this project is Ten percent (10%) participation goal by MBE's. The Contractor shall review and assign MBE percentages to each trade participating in the project. For further information, contact the MBE Administrator, at (401) 574-8253 or visit the website at <http://www.mbe.ri.gov>

Questions, in **Microsoft Word Format**, concerning this solicitation, may be E-Mailed to the Division of Purchases to [bidinfo@purchasing.ri.gov](mailto:bidinfo@purchasing.ri.gov) no later than the Date and Time indicated on page one (1) of this solicitation. Please reference the **RFQ #7464395** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFQ, and posted on the Rhode Island Division of Purchases website at ([www.purchasing.state.ri.us](http://www.purchasing.state.ri.us)) It is the responsibility of all interested respondents to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 574-8134.*

Proposals to provide the required services must be received by the Division of Purchases on or before May 28, 2013 at 11:30 am Local Prevailing Time responses (a clearly marked original plus copies as defined previously in this document) should be mailed or hand-delivered in a sealed envelopes as delineated below which are clearly marked with the "RFQ 7464395" to:

By Courier or Mail: RI Dept. of Administration  
  
Division of Purchases, 2<sup>nd</sup> floor  
  
One Capitol Hill  
  
Providence, RI 02908-5855

Proposals received after the above-referenced Closing date and time will not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fed-Ex/UPS and other carriers do not always arrive by 11:30 am. You are encouraged to send your submission to arrive at least one day early)**

## RESPONSE CONTENTS

Responses must include the following:

A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us))

A statement of experience describing the Offeror's background, qualification, and experience with similar projects and all information described elsewhere in this solicitation.

A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us) by clicking on RIVIP, then General Information and then Standard Forms.

## SECTION 2 – SCOPE OF WORK

- B. All Labor, Material, Equipment, Services, Tools, Incidentals and Administration to complete The Rhode Island State Police Headquarters (HQ) Parking Improvements, including but is not limited to: bituminous paving and sitework, landscaping, concrete sidewalks, bituminous sidewalks, concrete work, curb installation, berm installation, pavement geotextile/geomembrane installation, pavement removal, gravel base installation, drainage work, surface restoration, re-grading, fine grading, ADA accessible ramp installation, utility adjustments, pavement markings, traffic control, traffic protection, tree removal, tree protection, signage, specialties, miscellaneous equipment, miscellaneous furnishings, and miscellaneous tasks as listed within the Plans and the Project Manual.
- C. The work includes The Rhode Island State Police Headquarters (HQ) Parking Improvements.

Complete details of the scope of work are available Complete details of the scope of work are available in:

Appendix A - Project Manual - Rhode Island State Police HQ Parking

Appendix B - Rhode Island State Police HQ Parking Construction Plans.

Potential Offerers are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

The intent of this Request for Qualifications is to identify and award the project to qualified General Contractors that are interested in providing the services necessary to complete the scope of work with quality and within the prescribed time frame.

## PROPOSAL SUBMISSION

**A Mandatory Pre-proposal Conference**, for the purpose of clarifying the scope and intent of this requirement, will be held as noted on page one “Key Information”.

Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling 401-222-5300 forty-eight (48) hours in advance of the pre-bid conference.

A summary of this meeting will be issued, as an addendum, and posted on the Rhode Island Division of Purchases home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

Interested bidders may **submit proposals** to provide the services covered by this Request on or before **May 28, 2013 at 11:30 am** Local Prevailing Time. Proposals received after this time and date will not be considered.

Proposals must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>.)

2. All information and criteria requested as part of the bid package and bid form.
3. Oral, telephonic, telegraphic, facsimile, or other electronically transmitted bids will not be considered. Bids must be hand delivered or mailed, and the Bidder assumes full responsibility for the timely delivery at the location designated for the receipt of Bids.

**Respondents are required to submit an original document (clearly marked Original) and copies as prescribed previously in this document.**

#### EVALUATION, BIDDER SELECTION, AND BASIS OF PROJECT AWARD.

Awards will be made with reasonable promptness and by written notice to the successful bidder (only); bids are considered to be irrevocable for a period of ninety (90) days following the bid opening unless expressly provided for to the contrary in the Request, and may not be withdrawn during this period without the express permission of the Purchasing Agent.

a. Awards shall be made to the bidder(s) whose offer(s) constitutes the lowest responsive price offer (or lowest responsive price offer on an evaluated basis) for the item(s) in question or for the Request as a whole, at the option of the State. The State reserves the right to determine those offers which are responsive to the Request or which otherwise serve its best interests.

b. The State reserves the right, before making award, to initiate investigations as to whether or not the materials, equipment, supplies, qualifications or facilities offered by the bidder meet the requirements set forth in the proposal and specification, and are ample and sufficient to insure the proper performance of the contract in the event of award. If upon such examination it is found that the conditions of the proposal are not complied with or that articles or equipment proposed to be furnished do not meet the requirements called for, or that the qualifications or facilities are not satisfactory, the State may reject such a bid. It is distinctly understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon the State to make any examinations before awarding a contract; and it is further understood that if such examination is made, it in no way relieves the contractor from fulfilling all requirements and conditions of the contract.

c. Qualified or conditional offers which impose limitations of the bidder's liability or modify the requirements of the bid, offers for alternate specifications, or which are made subject to different terms and conditions than those specified by the State may, at the option of the State, be

1. rejected as being non-responsive, or
2. set aside in favor of the State's terms and conditions (with the consent of the bidder), or
3. accepted, where the State Purchasing Agent determines that such acceptance best serves the interests of the State.

Acceptance or rejection of alternate or counter-offers by the State shall not constitute a precedent which shall be considered to be binding on successive solicitations or procurements.

d. Bids submitted in pencil, or which do not bear an original signature, in ink, by an owner or authorized agent thereof, will not be accepted.



Bids must be extended in the unit of measure specified in the Request. In the event of any discrepancy between unit prices and their extensions, the unit price will govern.

The Purchasing Agent reserves the right to determine the responsibility of any bidder for a particular procurement.

The Purchasing Agent reserves the right to reject any and all bids in whole or in part, to waive technical defects, irregularities, and omissions, and to give consideration to past performance of the offerers where, in his/her judgment the best interests of the State will be served by so doing.

The Purchasing Agent reserves the right to make awards by items, group of items or on the total low bid for all the items specified as indicated in the detailed specification, unless the bidder specifically indicates otherwise in his bid.

i. Preference may be given to bids on products raised or manufactured in the State, other things being equal.

j The impact of discounted payment terms shall not be considered in evaluating responses to any Request.

k. The Purchasing Agent reserves the right to act in the State's best interests regarding awards caused by clerical errors by the Office of Purchases.

The Owner and Design Team will review all submissions. After review, one or more respondents may be invited to answer questions that allow the Owner and Design Team to determine which firm will be awarded the project based on the costs and confirmation that the Scope of Work is clear and that the Bid Costs includes all work. As such, the Bidder shall ensure that all key team members are available during the period of **May 28, 2013 - June 10, 2013** for a Scope of Review meeting that will assist the Owner and Design Team in determining the completeness of the proposals. Additionally, the Bidder shall be prepared to provide all required documents (i.e. Bond, Insurance, MBE and etc.) for prompt execution of the Contract. It is further understood that if such examination and review is made, it in no way relieves the contractor from fulfilling all requirements and conditions of the contract.

End of Section 000000

Section 000100 Invitation to Bid

RFQ #7464395: The Rhode Island State Police Headquarters (HQ) Parking Improvements

Purchaser: The Department of Administration, Division of Purchases

One Capitol Hill,

Providence, RI 02908

Owner: State of Rhode Island Department of Administration

One Capitol Hill

Providence, Rhode Island 02908

Architect/Engineer: Crossman Engineering

151 Centerville Road

Warwick, RI 02886

Project: The Rhode Island State Police Headquarters (HQ) Parking Improvements

311 Danielson Pike

Scituate, RI 02857

General, or Trade, Contractors are invited to submit an offer under seal to the Purchaser at the above address, for construction of the above Project, on or before the Closing Date and Time, compliant with the requirements of Section 0000000 Solicitation Information:

The complete set of Project Bidding Documents can be found at the State Purchasing Web Site ([www.purchasing.ri.gov](http://www.purchasing.ri.gov)) **RFQ #7464395** and as follows in this Section. Potential bidders should download and read the Solicitation Information provided by the Division of Purchases in its entirety.

Bidders will be required to provide Bid security in the form of a Bid Bond, or a certified check, payable to the STATE OF RHODE ISLAND in the amount of a sum no less than 5 percent of the Bid Price.

The Owner will hold a mandatory pre-bid conference at:

**May 15, 2013 at 10:00 am** Local Prevailing Time

Department of Administration

Division of Purchases Conference Room B

One Capitol Hill

Providence, RI 02908

There will not be a Non-Mandatory Site Visit.

Refer to AIA Document A701 – Instructions to Bidders, for other Bidding requirements.

Bidder's attention is referred to State requirements pertaining to conditions of employment to be observed, including the Equal Employment Opportunity Act. This project is subject to Chapter 37-14.1.7 of Rhode Island General Laws and regulations promulgated there-under which require that ten percent (10%) of the dollar value of work performed on the project must be performed by Minority Business Enterprises, and wage rates to be paid under the Contract for this Project must be in accordance with those prevailing wages on file at the Rhode Island Department of Labor, Office of the Director. Bidders are subject to the terms, conditions, and provision of Chapters 2, 12, 13, and 14.1 of Title 37, general laws of the State of Rhode Island, 1956 as amended.

All bidders MUST register online at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) . A RIVIP generated Bidder Certification Cover Form MUST accompany each bid. Should you need assistance in registering or downloading a bid, call (401) 222-3766. Failure to comply may result in disqualification.

### **Prevailing Wage Scales on Public Works Projects**

Prevailing Wages shall be paid in accordance with Chapter 37-13 et seq. of the General Laws of Rhode Island, as amended and in accordance with the Rules and Regulations of the Department of Labor. Violators are subject to and responsible for all penalties, fines, and adjustments in wage and benefit payments as prescribed in Chapter 37-13 of the Rhode Island General Laws entitled "Labor and Payment of Debts by Contractors." This law shall be considered incorporated herein as if attached and written in full. Specific attention is called to Chapter 37-13-8 regarding the requirement that that *"each contractor awarded a public works contract after July 1, 2007 shall contact the department of labor and training on or before July first of each year, for the duration of such contract to ascertain the prevailing wage rate of*

*wages on a hourly basis and the amount of payment or contributions paid or payable on behalf of each mechanic, laborer or worker employed upon the work contracted to be done each year and shall make any necessary adjustments to such prevailing rate of wages and such payment or contributions paid or payable on behalf of each such employee every July first."*

The wage rates as ascertained by the Department of Labor shall apply. Information concerning wage rates prevailing in the construction industry in Rhode Island may be obtained from the Office of the State Department of Labor, 1511 Pontiac Avenue, Cranston, Rhode Island and are also available by accessing the following web site, <http://www.purchasing.ri.gov>. Under no condition shall the wages paid, be less than those designated in the general classification and the base bids shall be prepared taking into consideration the requirement for the annual adjustments .

The Contractor shall meet all the requirements prescribed by the State Labor Laws and regulation, issued by the Rhode Island Department of Labor, pertaining to Public Works Projects General Laws of Rhode Island. The laws are hereby made part of this Project as if attached and written in full. These laws include, but are not limited to:

1. Weekly payment of employees;
2. Provisions applicable to Public Works Contracts;
3. Payment of Prevailing Wages;
4. Posting of Prevailing Wage Rates and;
5. Overtime Compensation

It is the contractor's responsibility to use the current prevailing wage table. The table may be obtained at the RI Division of Purchases Home Page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) .

The Division of Purchases reserves the right to accept or reject any or all offers.

END OF DOCUMENT